



## United States Fish & Wildlife Service

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### Memorandum

10/21/2003

**From** AD - Budg, Planning & Hum Res  
**Title** Electronic Leave and Earnings Statements

As you are aware, the Department of the Interior is planning to discontinue the printing and mailing of Leave and Earnings Statements for the vast majority of Interior employees. Employees will obtain their Leave and Earnings Statements from Employee Express. The Service will implement this policy with pay period 24 which begins on November 2, 2003, and for which you will receive your pay the week of November 24, 2003.

In preparation for the implementation of this policy, you should have already obtained a PIN from Employee Express. If you have not done so, please make sure you attend to this immediately. You can obtain a PIN by going to the Employee Express website at <http://www.employeeexpress.gov> or by calling 1-800-827-6254 (from home) or 1-478-757-3080 (from work), and for TTY/TDD, dial 1-888-880-0412.

The Department is allowing waivers to this policy only in the following very limited circumstances:

- You do not have a Service-provided computer with internet access;
- You do not have access to a printer which would allow for privacy when printing the leave and earnings statement; or
- You cannot obtain access to Employee Express (e.g., employees who are under a dual appointment).

You can request a waiver by completing [FWS Form 3-2258](#). Requests for waivers will be approved or disapproved by an employee's supervisor of record. Once a supervisor approves a waiver, he/she will forward it to the servicing human resources office so that the appropriate change can be made in FPPS to allow the printing and mailing of the leave and earnings statement.

If you qualify for a waiver but have access to a computer at home or alternative place and wish to obtain your LES through Employee Express, you may do so merely by not applying for a waiver. You can also turn off the print option yourself in Employee Express by clicking on the

“Hard Copy Off” button.

Employees may also receive a temporary waiver to this policy under limited circumstances. Examples of the situations in which a temporary waiver can be approved are if an employee is hospitalized or on approved leave for an extended period of time or for reservists called to active duty. To obtain a temporary waiver, you should complete [FWS Form 3-2258](#).

If a waiver is approved for you, you must immediately inform your servicing human resources office when the situation for which you have received the waiver changes. If you have any questions regarding the implementation of this policy, please contact your servicing human resources office.

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*Our mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.*